

BID DOCUMENT CHECKLIST FOR TE/LCI PROJECTS

March 2006

COVER SHEET

- Name of project
- Project and P.I. numbers
- Include County name in Sponsor line, if the Sponsor is not a county.

GENERAL REQUIREMENTS

- Advertise the project for bid according to requirements of O.C.G., A., Title 32, Chapter 2, excluding that provision which provides for negotiations. The minimum advertising period is at least two weeks before bid opening and one week after the first advertising notice. We recommend the first advertisement be made four weeks prior to bid opening. Sponsors must follow Title 32 and not Title 36 for bidding procedures. No negotiating allowed between opening of bids and execution of the construction contract with the contractor.
- Include a sentence indicating that the GDOT Standard Specifications Construction of Transportation Systems, 2001 Edition, apply to the contract. Since the MOU and the TE/LCI Agreement require the use of the GDOT Standard Specifications, the only additional specifications would be for those items not included in the GDOT Standard Specifications.
- Add a sentence to indicate the DBE goal.
- Bidders submitting bids in excess of \$2,000,000 must be prequalified with GDOT. If construction work involves welded structures, such as bridges, the manufacturer of the structure shall be on the GDOT QPL List 60. (TE/LCI Agreement Exhibit A)
- A bid bond is required. (Section 102.08)
- Performance and payment bonds are required as per Section 103.05. This results in a performance bond of 100% of the contract amount and a payment bond of 110% of the contract amount.
- Add the following sentence as the basis of the contract award: If the Contract is awarded, it will be awarded to the lowest reliable bidder whose proposal shall have met all the prescribed requirements. (Section 103.02)
- Specify how the lowest bidder will be determined if the proposal includes a base bid and alternates. Usually include language such as the low bid will be determined based on the sum of the base bid and any alternates.
- If bidding using unit prices, assure the item list in the proposal matches the detailed estimate in the plans.
- Include a time of period of the contract, usually number of calendar days following the Notice to Proceed with Construction given by the Sponsor to the contractor.
- Include provision for liquidated damages conforming to Section 108.08.

- Include provision for a preconstruction conference with, at a minimum, Sponsor, contractor, and the GDOT Area Engineer. (TE/LCI Agreement Exhibit A)
- Determine if Davis-Bacon wage rates apply to the project. Davis-Bacon applies unless the project is located off highway right-of-way or if the road is functionally classified as a local road or rural minor collector. If Davis-Bacon applies, include a copy of the current wage rate determination in the proposal. The web site for the wage rates is: <http://www.access.gpo.gov/davisbacon/>. To find the wage rate determination, select the county in which the project is located and then select HIGHWAY.
- DBE Goals Form – Add the project number and DBE goal to the form.
- Include the required contract provisions, which are available from MAAI acting in its capacity as the GDOT Project Manager.
- Indicate that the completed DBE Goals Form and the Federal Aid Certification must be submitted with the bid.